



# Job Title: Crime Scene Specialist

Department: Police

Immediate

Supervisor: Administrative Sergeant

<b>Job Status:</b> Regular, Full-Time	<b>FLSA Status:</b> Non-Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 2/20/2010	<b>Revision Date:</b>	

## **BRIEF DESCRIPTION OF THE JOB:**

Processing of crime scenes and assisting officers with locating, collecting and preserving physical evidence. Secures, logs, tracks and maintains evidence chain of custody. The warehousing of property and evidence submitted by Officers as part of investigations. Purchases department related equipment and supplies.

## **ESSENTIAL FUNCTIONS:**

*Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed. The following do not identify all duties performed by any single incumbent.*

### **Physical Strength Demands/Codes**

<b>S</b> = Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
<b>L</b> = Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
<b>M</b> = Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly.
<b>H</b> = Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 – 20 pounds constantly.
<b>V</b> = Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 – 50 pounds constantly.

<b>Physical Strength Code</b>		<b>ESSENTIAL FUNCTIONS</b>
1	S	Locates, collects, secures, and preserves, evidence from accidents and crime scenes. Documents crime scenes through photography, video, written or other methods.
2	S	Develops, collects, and preserves latent fingerprints from typical surfaces using conventional techniques, chemical processing and alternate light source technologies. Performs case follow up involving drug testing, latent fingerprint processing, major case prints, evidence analysis and report writing.
3	S	Secures, logs, tracks and maintains chain of custody of property/evidence to include items submitted by Officers as part of investigations. Retrieves property/evidence items for Officers, attorneys, courts, and general public as required. Assists in departmental property/evidence audits.
4	S	Purchases forensic supplies, Officer equipment, and other related items to include firearms, radios, uniform equipment. Acquires bids and quotes from vendors and submits order for supplies and equipment.
5	S	Writes accurate reports and narratives. Prepares testimony for court proceedings, arranges and attends pre-trial attorney interviews and gives testimony in court.
6	S	Instructs and informs citizens, students and officers of operating procedures and expertise.
7	S	Disposes of items according to established guidelines and procedures.



8	S	Fingerprinting of prisoners, suspects, victims and the public as requested.
9	S	Must be able to perform duties required under varied conditions involving such incidents as fatal accidents, death investigations and required attendance at autopsies.
10	S	Performs all work duties and activities in accordance with department and/or Town policies and procedures.
11	S	Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.



---

---

**JOB REQUIREMENTS:**

JOB REQUIREMENTS	
Formal Education	High school diploma or equivalent.
Experience	One (1) year experience in forensic/evidence collection, digital photography, and crime scene management; OR an equivalent combination of education and experience to perform the essential functions of the job.
Driver's License	Valid Driver's License required. Arizona Driver's License within ten days of hire.
Background Investigation	Must be able to pass a thorough background investigation.



## PHYSICAL DEMANDS

### Frequency Code Scale

N = Never Never Occurs	R = Rarely Less than 1 hour/week	O = Occasionally Up to 1/3 of the time	F = Frequently From 1/3 to 2/3 of the time	C = Continuously 2/3 or more of the time	
Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Making presentations <input checked="" type="checkbox"/> Observing work site <input checked="" type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with Co-workers	Pushing/Pulling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> File drawers <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input type="checkbox"/> Hoses
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment	Climbing	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Stairs <input type="checkbox"/> Ladders <input type="checkbox"/> Step stools <input type="checkbox"/> Onto equipment
Walking	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site	Vision	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer Screen <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Observing work site
Lifting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files	Foot Controls	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Driving <input type="checkbox"/> Operating heavy equipment <input type="checkbox"/> Operating dictaphone
Carrying	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files	Balancing	<input checked="" type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> On ladders <input type="checkbox"/> On equipment <input type="checkbox"/> On step stools
Sitting	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input checked="" type="checkbox"/> Driving	Bending	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Reaching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> For supplies <input checked="" type="checkbox"/> For files	Crouching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Handling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Paperwork <input type="checkbox"/> Monies	Hearing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public <input checked="" type="checkbox"/> Listening to equipment
Kneeling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower Shelves/ground	Twisting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle
Crawling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Under equipment <input type="checkbox"/> Inside attics/pipes/ditches	Talking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public
Other					



## **MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, general office supplies, computer, printer, digital camera, calculator, telephone, vehicle, Standard Microsoft Windows and Office software, department and town specific software, and the Internet.

## **ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never	O = Occasionally	
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS			PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	X	
Chemical Hazards	M	Extreme Temperatures	S	Warehouse		
Electrical Hazards	M	Noise and Vibration	N	Shop		
Fire Hazards	M	Fumes and Odors	M	Vehicle	X	
Explosives	N	Wetness/Humidity	S	Outdoors	X	
Communicable Diseases	M	Darkness or Poor Lighting	S	Other		
Physical Danger or Abuse	N					
Other						

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	
24 Hour Shift Work	
Work on Holidays	X
Work on Weekends	X
40 Hour Work Week	X
Overtime	X
Call Out	X
Other	

## **PROTECTIVE EQUIPMENT REQUIRED:**

Reflector vests, safety glasses, face shield, latex gloves and any other PPE based on accident scene.



## **NON-PHYSICAL DEMANDS:**

<b>N = Never</b>	<b>R = Rarely</b>	<b>O = Occasionally</b>	<b>F = Frequently</b>	<b>C = Continuously</b>
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
<b>NON-PHYSICAL DEMANDS</b>				
Time Pressures				F
Emergency Situations				F
Frequent Change of Tasks				C
Irregular Work Schedule/Overtime				F
Performing Multiple Tasks Simultaneously				C
Working Closely with Others as Part of a Team				F
Tedious or Exacting Work				O
Noisy/Distracting Environment				R
Performing Mathematical Calculations				R
Supervision and/or Managerial				N

## **EXPECTED BEHAVIOR:**

The incumbent is expected to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Active participation in teamwork
- ◆ Strong safety principles and safety awareness
- ◆ Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*

---

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT

The Town of Sahuarita, Arizona is an Equal Opportunity Employer.

375 W Sahuarita Center Way, Sahuarita, Arizona 85629 - (520) 822-8813 – Fax (520) 822-8895

---